

The City of Troy is seeking applications and resumes for the position of:

Assistant Planner

The pay grade and salary range for this position is: Grade 17, Salary Range \$43,475-\$63,760

This is entry-level professional planning work including office and field assignments in connection with municipal, regional, or community planning. These assignments may include participation in studies involving research, investigation and analysis of sociological, economic, and environmental factors related to municipal, regional, or community planning. Work assignments may increase in level of complexity and responsibility as the incumbents' professional competence increases. The work is performed under the general supervision of the Planner. Occasional supervision may be exercised over subordinate planning personnel. Does related work as required.

Typical Work Activities: (illustrative only)

- Reviews entire range of development proposals for consistency with City codes and ordinances (primarily the City Zoning Ordinance) and issues appropriate decisions.
- Participates in studies involving research, investigation and analysis of physical economic and environmental factors related to municipal, regional, or community planning.
- Leads planning studies projects and programs as assigned.
- Assists in collection, tabulation, and analysis of data, including census statistics, land use, economics, natural resources, etc.
- Plans and conducts field studies and surveys.
- Assists applicants for development projects to prepare paperwork and appropriate responses for the Planning Commission and Zoning Board reviews.
- Prepares meeting agendas and technical staff reports.
- Coordinates project reviews including the SEQRA environmental review for projects with other public and private entities.
- Coordinates City staff review of projects to ensure timely completion and mailing of staff report packages.
- Coordinates public notifications.
- Prepares and files decisions within appropriate time constraints.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community, or regional planning; good knowledge of techniques used to gather data for statistical analysis and reports; working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in community planning; working knowledge of the principles and practices of drafting, mapping, and graphic visual methods; working knowledge of basic research methods and techniques; ability to understand and follow complex oral and written instructions; ability to communicate well orally and in writing; ability to conduct field studies and research projects in development of community planning projects; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Civil Engineering, environmental studies, public administration or a related field.

The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

The successful candidate will be required to take and pass an exam administered by the NYS Department of Civil Service. If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.

Please forward applications by **December 2, 2016** to: Personnel Office, City of Troy, 433 River St, Troy, NY 12180; OR to employmentopportunities@troyny.gov; OR fax to 518-268-1686